



# PROJECT GRANTS IN ENDOCRINOLOGY & METABOLISM – NORDIC REGION 2022

Information and guidelines for applicants

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## Information about the call

Grant capital:

DKK 80 million, of which DKK 10 million are earmarked for: 'Thyroid hormone in health and disease'

Award amount:

Up to DKK 3 million per grant

Application form opens:

6 April 2022

Application deadline:

2 June 2022, 14:00 CEST

Applicant notification:

September 2022

Earliest start date:

1 October 2022

Latest start date:

1 August 2023

Review committee:

[Committee on Endocrinology & Metabolism](#)

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# 1 PROJECT GRANTS IN ENDOCRINOLOGY & METABOLISM – NORDIC REGION

These guidelines are intended to assist you in the application process when applying for a grant from the Novo Nordisk Foundation (NNF). It is important that you carefully read these guidelines before initiating the application process, as the guidelines contain the complete call text as well as instructions regarding the completion of the application.

NNF will treat all applicant and application information confidentially. Read more about how NNF processes personal data under 'privacy & security' in the online application system, NORMA. See how to access NORMA in section 2 of these guidelines.

Furthermore, please read 'General Terms and Conditions' for grants from NNF that all Grant Recipients must comply with:

<http://www.novonordiskfonden.dk/en/content/conditions-grants>

## 1.1 PURPOSE

NNF calls for applications for basic and clinical research within the endocrine system and metabolism relating to cellular energy homeostasis. The purpose is to promote Nordic research at the highest international level to carry out research projects of 1-3 years duration.

## 1.2 AREAS OF SUPPORT

The overall goal is to obtain knowledge and/or better treatment or prevention relevant to the human organism within the area of endocrinology and metabolism, relating to cellular energy homeostasis, and hormonal disorders of the endocrine system.

Areas supported include research involving patients and/or clinical practice but could also include animal models, model organisms, cellular- or sub-cellular systems (with clear whole-body relevance) as well as in silico analysis, with the overall purpose of solving challenges related to endocrinology and metabolism in health and disease. Please note that endocrinology is not restricted to diabetes. Research projects within all subfields of endocrinology, e.g., thyroid, reproduction, or bone and calcium metabolism can be supported.

Projects within cancer research will not be approved, but projects on e.g., endocrine tumours where the topic is focused on signalling or cross-talk (not strictly related to cancer development) will be taken into consideration.

### **Thyroid hormone in health and disease**

In this application round there will be a special emphasis on research projects on or relating to 'Thyroid hormone in health and disease'. Up to DKK 10 million are earmarked for projects up to DKK 3 million. If you wish your application to be considered for the 'Thyroid hormone in health and disease initiative', you should clearly indicate this in your application by ticking the box 'Thyroid hormone in health and disease' found under the tab Proposal.

### 1.3 ELIGIBILITY

The research activities applied for must take place at a university, hospital or other non-profit research institution in Denmark, Finland, Iceland, Norway, or Sweden.

Principal investigators are eligible to apply, i.e., experienced independent researchers who have already established their own research field and demonstrated the ability to conduct original research at a high international level, or researchers that are in the process of establishing themselves as independent researchers. As this grant cannot cover salary of the grant recipient, the applicant must be guaranteed his or her own salary for the entire project period.

Applications from Master students, PhD students and Postdocs will not be taken into consideration.

You may submit only one application for a 'Project Grant' to the Novo Nordisk Foundation in the same calendar year within all granting areas. If you submit more than one application, only the first application submitted will be evaluated, while any subsequent applications will receive an administrative rejection.

You may submit other applications for e.g., Investigator Programmes or Innovation grants within the same calendar year if they cover different research proposals.

If you already hold an active "Project Grant in Endocrinology & Metabolism", you are eligible to apply for a new grant during the final year of the existing grant. However, the grant period for the new project cannot overlap with that of the active grant.

Co-applicants are not permitted as part of this call.

### 1.4 FUNDING

A total of DKK 80 million, of which DKK 10 million are earmarked for: 'Thyroid hormone in health and disease' is available for the funding of: 1-, 2- and 3-year project grants within the frame of DKK 300.000 – 1.000.000 per budget year.

The total amount applied for must be within the frame of DKK 300.000 and 3.000.000. Furthermore, you must aim for an even distribution of funds across all years applied for. Minor variances across years are allowed, if you for instance budget for smaller equipment during the first year. However, you may not apply for e.g., DKK 2 million for the first year and DKK 500.000 for subsequent years. This will result in an administrative rejection of the application.

Applicants may apply for funding for the following types of expenses:

- Salary for technicians, bio-analysts, and other technical and administrative assistance
- Salary for postdoctoral researchers
- Salary for PhD students (tuition fee up to DKK 80,000 per year – must be specified in the budget)
- Salary for research-year students, up to DKK 150,000 per budget year
- Travel expenses in relation to the project, i.e., conference and workshop participation and presentation of research results, up to DKK 25,000 per budget year
- Other travel expenses related to the project, i.e., experiments carried out in other labs for a limited period

- Publication of results emanating from the research project, up to DKK 50,000 per budget year
- Collaboration activities directly related to the project
- Smaller equipment required for the project, up to DKK 200,000 per budget year
- Consumables, materials, animals, human test subjects, services, etc., directly related to the project

Do not include overhead in the budget, as this will not be funded. Administrative support may be applied for and can account for a maximum of 5% of the total budget and must be included therein.

**Administrative support** may account for a maximum of 5% of the total budget and must be included therein. The administrative support:

- can cover expenses such as for accounting, payment of salaries, purchasing, hiring, as well as auditing and financial reporting on the project
- cannot cover administrative expenses that are not directly related to the project
- can via the host institution be shared between the institutions of the main- and co-applicant(s), as detailed in the application budget
- is not automatically included in the grant, and must be stated/applied for in the application budget, but should not be specified in detail

**Bench fee** can be included in the budget for support of individual researchers to cover expenses needed to conduct the proposed research.

Bench fee is calculated per academic employee actively working on the project and may only be used for expenses that are related to the research project and which cannot be included within another individual budget category. Bench fee may account for maximum DKK 8.000 per month per FTE working on the project, and the budget must specify the expenses covered by the bench fee, which may include:

- Common or shared laboratory expenses and consumables
- Laboratory utilities (electricity, gas, water)
- Maintenance of essential equipment
- Service contracts
- Technical and IT support

Note, that bench fee cannot cover rent, administrative support, representation, social contributions etc. To include a bench fee in the budget, the fee must be a part of the general expense policy of the administrating institution, and it must apply for all employees independently of funding source.

Documentation that the administrating institution has a general bench fee policy should be included in an official document uploaded with the application . An unspecified bench fee without documentation will not be accepted.

**NNF will not award funding for:**

- Own salary for principal applicants
- Co-applicants
- Commercial activities
- Overhead



The grant may not be used to cover 'overhead'

## 1.5 LANGUAGE

The application and any additional uploads must be written in English.

## 1.6 APPLICATION PROCESS

The application must be completed and submitted using NNF's online application and grant management system, NORMA, which can be accessed from:

<https://norma.novonordiskfonden.dk>

Further information on how to access and navigate in NORMA can be found in chapter 2.



When all applications have been assessed, applicants will be notified about whether or not they have been awarded a grant. The notification e-mail will be sent from [norma-noreply@novo.dk](mailto:norma-noreply@novo.dk) to the e-mail address entered on initial registration.



NNF does not provide feedback in case an application is not selected for funding.

## 1.7 ASSESSMENT CRITERIA

NNF's Committee on Endocrinology and Metabolism will primarily assess the applications based on the following criteria:

- The quality and novelty of the proposed research project
- The scientific excellence of the applicant
- Feasibility of the project
- The relevance and merit of the research group
- Potential impact of the project

If you have an active grant from NNF, this may be taken into consideration in the evaluation of your application for a new grant. In general, it is recommended that the Grant Recipient has delivered results on the active grant(s) before submission of a new application to NNF. If you apply, while having an active grant from NNF, you must describe how the project you propose in this application is different from and/or coherent with the project(s) already funded and briefly describe the progress of the already funded project(s).

## 2 THE APPLICATION AND GRANT MANAGEMENT SYSTEM – NORMA

Sections 2 and 3 provide guidance on completing and submitting an application through NNF's online application and grant management system NORMA. Section 2 contains general technical information, while section 3 contains information specific to the individual call. All the fields of the application form must be completed in accordance with these guidelines and the instructions in NORMA.

### 2.1 USER REGISTRATION

NORMA can be accessed through links on NNF's website or directly at:  
<https://norma.novonordiskfonden.dk>

Before you begin, please read the instructions on the login page.

If you do not have a user profile in NORMA, you can register by clicking REGISTER from the login-page. Here you can also retrieve forgotten passwords by clicking the FORGOT PASSWORD-link. The main applicant should only have one user profile. Please use your work e-mail address for registration. After registration, you will receive an e-mail with your user name and a temporary password, which you can then use to log in to NORMA. After logging in for the first time you will be asked to provide a password of your own choosing.

A registered user who submits an application is legally responsible for the truthfulness of the content of the application.

If you experience technical problems, please contact NORMA Support: [norma-support@novo.dk](mailto:norma-support@novo.dk).



An applicant cannot change the e-mail address provided at registration.  
Please contact NORMA Support if you need to change your e-mail address.

### 2.2 CREATING AN APPLICATION

Initiate an application by finding the call you wish to apply for in the OPEN CALLS-section on the Applicant Portal in NORMA. Use the search filters at the top of the section to filter by e.g., overall funding area, and initiate an application by clicking APPLY NOW next to the relevant call.

Applications can be edited up until the deadline. A draft application can be saved by clicking SAVE DRAFT and may be cancelled at any time up until the deadline by clicking CANCEL APPLICATION. An application is not submitted to NNF until an applicant has clicked SUBMIT and has received confirmation that the application has been successfully submitted.

You can review the application at any time by reopening from within NORMA. Opening the application will also allow you to download the application in its entirety as a PDF. Make sure the PDF is readable and formatted appropriately before submitting your application.

## 2.3 TEXT AND ILLUSTRATIONS

For all applications, the individual fields must be completed in accordance with these guidelines and the instructions supplied in NORMA.



To prevent loss of data, it is essential to press SAVE DRAFT before you leave NORMA or navigate in the system.

### TEXT FIELDS

Text from Microsoft Word or comparable word processors can be copied and pasted into most text fields of the application. It is, however, important to check that formatting, special characters, and symbols have not been converted or lost in the text fields after copying and pasting. If the formatting looks wrong in NORMA or in the PDF, try changing all text to *Normal* using the FORMAT dropdown. It is the responsibility of the applicant to ensure that the pdf looks correct before submitting.

The available options for formatting text are at the top of the text fields. Some shorter text fields do not have the option to use rich text formatting.



For readability purposes, standard fonts, font size 11-12, and line spacing between 1.0 and 1.5 must be used.

### ILLUSTRATIONS

Illustrations such as figures, charts, tables, images, etc. related to the project description can be uploaded under PROPOSAL. A Maximum of four illustrations are allowed. The illustrations will be placed on a separate page in the application PDF but can be referenced throughout the project proposal as needed. For readability, please name the files numerically by the order in which they are referenced.

The following file formats for illustrations are accepted in the system: JPG, JPEG, PNG and BMP. The maximum accepted size for each illustration is 1050\*1650 pixels.

## 2.4 SUBMITTING THE APPLICATION

The application in its entirety must be submitted electronically via the application system by clicking SUBMIT. It is not possible to submit an application or any part of it by standard mail or e-mail. Any material submitted outside the application system will not be included in the evaluation and will not be returned.



Please remember to check that the PDF version of the application is legible and contains all data and uploads before submitting.

All applicants must read and accept NNF's [Standards for Good Research Practice](#) before submitting the application. Further, the applicant must declare that the information provided in the application is true and accurate.

An application cannot be submitted unless all the required fields have been completed. Applications can be cancelled at any time before submission. If you need to withdraw an application after the deadline, please get in touch with NNF via e-mail, using the contact information on page 3.



A list of any incorrect or incomplete entries will be generated at the top of the screen when you click submit. Clicking one of these error messages will take you to the relevant field. Amending incorrect or incomplete entries can be time-consuming, so we recommend submitting applications well before the deadline.

## 3 APPLICATION CONTENT

This section provides guidelines on the content required in the sections of the online application form for this call.

### 3.1 APPLICANT

The APPLICANT-tab contains information about all those involved with an application, meaning the main applicant or the contact person applying on behalf of an organization/institution as well as any co-applicants. Information about each applicant is collected through individual tasks in the APPLICANT DETAILS-section, detailing experience, publication history, application history with NNF, etc.

## MAIN APPLICANT

The main responsible party for the application can enter their details through the Applicant Details-task with the type 'Applicant'. After filling in all mandatory fields, the applicant should complete the task to save the details.

See section 1.3 Eligibility Criteria for requirements for the main applicant.

### CV for applicant:

Please include in your CV: A short bibliographic overview summarizing total number of peer-reviewed publications, number of first authorships, number of corresponding authorships, number of citations, and H-index.

### Publications list:

In addition to including a list of your 10 most relevant publications, applicants are strongly encouraged to include a link to a full list of publications in ORCID.

## 3.2 INSTITUTION

Please provide information about the institution where the grant will be administrated. This institution is where you will be employed during the grant period and the institution which will be responsible for budgeting, accounting, and staff supported by the grant.



Registering a new administrating institution in NORMA can take up two working days. The application can be edited but cannot be submitted before this information is registered. We therefore recommend that you register an administrating institution in good time.

## 3.3 PROPOSAL

Describe the project using the fields on the PROPOSAL tab. Each field (Project title, Brief project description, Project description, Illustration uploads, Lay project description, and Research methods) will have a short instruction text describing the expected input and maximum characters available.

### PROJECT DESCRIPTION (maximum 20.000 characters, including spaces)

Please describe your proposed research project in detail, including purpose, background, methods, feasibility, collaborations, and the significance/potential impact of the project. Please include a short paragraph on how the proposed project is different from and/or coherent with project(s) already funded.

If you are applying for funding of an ongoing project already funded by NNF, you must describe progress of the project and results obtained.

Abbreviations should be defined at the first use, and preferably a list of abbreviations should be included in the project description.



Please note that the application should address all the assessment criteria listed in subsection 1.7.

### 3.4 BUDGET

The budget for the project applied for only comprises the information entered on the BUDGET tab. Additional budget information attached under UPLOADS or added on any other tabs than BUDGET will not be considered.

#### GRANT PERIOD

Before you can fill in the budget template, start by entering the start and end dates for the grant. This will determine the number of years available from the budget template. The grant period is the duration of NNF's grant for the project, and the budget counts years following the project start date rather than calendar years.

#### CREATE BUDGET

After saving the project start and end dates, the budget template will become available to edit. The budget will open in a new tab, in which you will need to add the subcategories you need for your budget. Please follow the instructions at the top of the screen to complete the budget.

#### Notes:

- The budget continuously saves changes you've made without the need to manually save. You are free to leave the budget at any time and come back at a later point.
- When you are done filling in your budget, please use the SAVE AND CLOSE button. This will check that all information has been filled out correctly and in accordance with the guidelines, saving the budget to your application.
- You can now return to the BUDGET tab. A summary of the budget will be displayed, review it to ensure that it is correct.
- The full budget details can be viewed or edited at any time before submission of the application by reopening the budget template.

Any comments about the budget can be entered in the SUPPLEMENTARY INFORMATION field.



Applicants may only apply for the types of expenses listed in subsection 1.4.

### 3.5 APPENDICES

If you are applying for a bench fee, you must upload official documentation from your administrating institution stating that the fee is part of the general expenses policy of the administrating institution.

No other uploads are required for this call. If you upload any other information, this will not be considered for evaluation.

**All uploads must be in PDF format.** NORMA automatically places these uploads at the end of the application. Please respect the page limitation and the upload requirements stated in the call. Uploads in excess of these limits may not be considered for evaluation.

March 2022

## The Novo Nordisk Foundation

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The Novo Nordisk Foundation is an independent Danish Foundation with corporate interests. The objective of the Novo Nordisk Foundation is twofold: To provide a stable basis for the commercial and research activities conducted by the companies within the Novo Group and to support scientific and humanitarian purposes.

The vision of the Novo Nordisk Foundation is to contribute significantly to research and development that improves the lives of people and the sustainability of society.